

# Cooperative Grants Application Booklet

West Virginia Wildlife Diversity Program  
Wildlife Resources Section, WVDNR

# F.Y.I.

- All proposals must be received by **December 31**.
- Payment will be made upon delivery of services or products. If circumstances warrant alternative funding methods, the payment schedule may be negotiable.
- Funding recipients will be sent instructions outlining specific information and baseline data that must be included in the final report.
- The final report will be submitted as both paper copy and electronically along with any GIS coverage, database or spreadsheet constructed as part of the project.

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## Quick Checklist

- \_\_\_\_\_ Proposals must be received by **December 31**.
- \_\_\_\_\_ Ensure that the proposal is properly categorized as either a Research or an Education/Management Project.
- \_\_\_\_\_ Consider a project focus identified as a high priority by the Wildlife Diversity Program.
- \_\_\_\_\_ Proposals must be complete and follow the required format.
- \_\_\_\_\_ When necessary, obtain site clearances for the project by contacting the appropriate authority and submit a letter as documentation.
- \_\_\_\_\_ Contact Dawn Hale with questions or for additional information:  
dawnhale@wvdnr.gov (304-637-0245).

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## **WEST VIRGINIA WILDLIFE DIVERSITY RESEARCH and EDUCATION/MANAGEMENT PROJECT GRANT PROGRAM**

*The diversity of life forms, so numerous that we have yet to identify most of them, is the greatest wonder of this planet. (Edward O. Wilson, ed., Biodiversity 1988)*

### **INTRODUCTION**

West Virginia has a rich biological heritage, with approximately 2300 native plant species, 500 vertebrates, and thousands of invertebrate species. All of these plants and invertebrates, and 87 percent of the vertebrate species are classified as “non-game” and are the responsibility of the Wildlife Diversity Program (**WDP**). These species account for approximately 90 percent of all the state’s wildlife and botanical resources! These plants and animals function in their individual roles within large and complex biological systems, upon which we are completely dependent. Declining biological diversity is a global trend, and West Virginia is no exception. Fourteen animal species and five plant species occurring in the state have been classified as either federally threatened or endangered. There are many other species classified as “of concern,” whose distribution is unknown, and/or on which little life history work has been performed. Our recently completed strategic plan identified 517 animal species as being of “Special Conservation Concern.” Consequently, there is a pressing need to increase available information on non-game species.

The Research and Education/Management Project Grant Program provides a funding opportunity for individuals, organizations or institutions to participate in the ongoing process of data collection, conservation, management and education of the public about biological diversity issues.

Research grants are awarded for projects involving the scientific study of non-game animal and select plant species. Education/Management grants are awarded in the areas of education, community-oriented conservation projects, species protection and habitat management. The guidelines in this booklet have been developed to assist applicants in the preparation of their proposals.

The Goals and Objectives of the **WDP** provide direction for the research and education/management projects. They are:

#### **Program Goal**

To increase our knowledge of the state's natural diversity so that viable populations of animals and plants, as well as plant communities, can be conserved and to promote the educational, recreational and economic values and opportunities derived from these resources.

#### **Program Objectives**

1. Obtain baseline information on the status and distribution of the state's non-game wildlife and botanical resources.
2. Develop and maintain a complete and accurate statewide database of rare species and biological communities.
3. Monitor, manage and conserve the state's non-game wildlife, non-game wildlife habitat and botanical resources and provide effective stewardship to ensure continued natural diversity.
4. Ensure the protection and recovery of Species of Special Conservation Concern.
5. Promote opportunities for educational, recreational and economic use of the state's non-game wildlife and botanical resources.

## **WDP PROJECT GRANT PROGRAM**

The Wildlife Diversity Citizens Advisory Council aids in directing the Research and Education/Management Project Grant Program. The Council, appointed by the Governor, consists of scientists, resource managers, educators, sportsmen and women and environmental experts. The Council provides technical assistance and other valuable feedback in assessing project proposals.

Successful proposals are funded with certain conditions. The terms of the agreements are such that the projects will involve a legal obligation for final products that include carefully prepared final reports. **Payment will be made upon delivery of services or products. If circumstances warrant alternative funding methods, the payment schedule may be negotiable.**

## **SUBMISSION OF PROPOSALS**

### **Project Funding**

Project funding varies annually based on resources available and program needs. **Be advised that these grants are competitive; we usually have more applicants than we can fund.**

An invoice is required for payment, and the report and payment schedule will be specified in the project agreement. **No subsequent awards to an individual or organization will be made until progress or final reports from previous grants are submitted.** Details on reporting and invoicing requirements and deadlines will be provided to successful applicants. A final report (and other deliverables including receipts) is required upon completion of the project.

A non-Federal project match is almost always required as an award condition. The match may be an actual cash match or provision of in-kind services. Documentation of matching project expenditures is required before payments can be made. Typically, projects offer a minimum of 25 percent contribution toward total project cost.

Proposals developed jointly by individuals, groups or institutions must specify one individual (institution) as the primary contact. Progress reports and final reports will be expected from, and payments made to, the designated contact.

### **Who May Submit Proposals**

All formally organized clubs or organizations in West Virginia, persons affiliated with state or private colleges, universities, school systems, or other educational facilities; industry, research and other profit or non-profit organizations; federal, state or local governmental agencies; and private individuals are eligible to submit proposals. **Organizations or individuals that had projects selected in previous years are eligible to submit project proposals to the Advisory Council for consideration as long as past projects have been successfully completed and a final or progress report submitted.** Full time DNR employees may not apply for funding.

Research and Education/Management Projects will be scored separately.

### When to Submit Proposals

Projects must be submitted during the period of November 1 to December 1. **No projects received after December 31 will be considered.** In January, WDP staff, with input from the Wildlife Diversity Citizens Advisory Council and the Chief of the Wildlife Resources Section will review projects submitted and select projects based on priority, quality and adherence to guidelines. The Chief of the Wildlife Resource Section will make final selections in March. All organizations that submit proposals will be notified by March 31 of acceptance or rejection of their project for funding. Those not accepted will receive an explanation and tips on improving their proposal, if applicable.

### Project Completion and Inspection

Unless the project was accepted as a multi-year project or special award conditions were made, final reports for completed projects must be submitted no later than one year and three months from the date of the award to the Cooperative Projects Coordinator, P.O. Box 67, Elkins, WV 26241. Multi-year and special condition projects are required to submit a progress report one year following the award. The final report shall include a narrative (abstract, introduction, methods, results and discussion) and/or pictorial account of the completed project; documentation of accounts payable in the form of receipts, invoices, checks and mileage records, and a financial statement listing actual expenditures with zero balance or unspent monies to be returned to the Division of Natural Resources. These accounting practices are necessary since all projects funded by the **WDP** are subject to a state audit. The report shall be presented in both paper and digital formats. Copies of any theses, reports, publications, posters, presentations, etc. resulting from the project shall be included as part of the final report. Documentation of matching project expenditures and a letter from the responsible party certifying their accuracy will be required before payment is made.

**We encourage projects be limited to one year.** Requests for extensions to ongoing projects must be submitted at any time and in the same format as new projects, and will be considered after determining of available resources and appropriate project progress. No cost time extensions may be granted if justified.

### Project Recognition

A small sign (if applicable) to be supplied by the **WDP**, will be erected on each project site acknowledging that the project was funded by the Wildlife Diversity Program.

### Research Projects Supported

Projects must benefit the state's non-game wildlife or botanical resources through some aspect of scientific research. Projects that address the population status or natural history of a species and/or involve the classification and documentation of ecological communities of greatest concern, will receive the highest priority. Priority projects are identified each year and projects addressing those particular needs will receive additional consideration.

Applicants are encouraged to consider using wildlife management areas and other state-managed lands as potential sites, if appropriate to the project design. Private property may qualify if a wildlife or plant species is in need of study, but a written agreement securing landowner permission must be provided. When using DNR Wildlife Management Areas, the researcher must contact the appropriate district biologist to discuss the intent of the study and any need for assistance.

## **Educational/Management Projects**

Projects must benefit non-game wildlife or botanical resources in some aspect of education, conservation, species protection, habitat management or a combination of these categories. If the project involves a physical area, the area must be open to the general public. Applicants are also encouraged to consider using Wildlife Management Areas and other state-managed lands as potential sites, if appropriate to the project design. Examples of possible cooperative projects are:

- 1) Develop educational trunks with a specific learning theme. (i.e. streams, ponds, etc)
- 2) Improve a stream by controlling bank erosion or creating habitat for fish and other aquatic animals.
- 3) Develop and staff a booth at fairs and community gatherings promoting WV's non-game wildlife and botanical resources.
- 4) Construct interpretive trails, viewing towers, blinds etc. for wildlife observation.
- 5) Construct nest box trails for key bird species.
- 6) Design and develop wildlife demonstration areas such as hummingbird and butterfly gardens.

## **PREPARATION OF PROPOSALS**

Proposals should clearly present the study's scientific value and its applicability to conservation of the non-game wildlife and botanical resources of West Virginia. **Applicants must use the format provided to be considered for funding.** Review proposals carefully to ensure that they are complete and contain all the necessary information. Any omissions are the responsibility of the applicant. The proposal will become part of the agreement if the applicant is successful.

Submit a **paper and a digital copy** of your proposal. The paper copy should be stapled in the upper left-hand corner, double spaced (except for the abstract), printed on one side of each page, and have the pages numbered. Any materials to be considered with the proposal must be attached to the individual copies of the proposal. Proposals must be arranged in the following order: receipt notification, cover letter, complete proposal (see outline below), and an appendix with the detailed budget sheet and current Curriculum Vita.

### **Proposal Package**

- I. Receipt Notification
- II. Cover letter
- III. Project Proposal
  - Title page and Abstract
  - Introduction
  - Justification and Need
  - Objectives
  - Methods
  - Schedule

- Deliverables (digital and paper copies of resulting reports, papers, theses, presentations and posters are required)
- Budget Summary
- References Cited
- Appendix
  - Detailed Budget Sheet (paper and digital copies of the Excel spreadsheet – template provided upon request)
- *Curriculum Vitae* of all project principals

IV. Vendor Registration (may be required, see below)

### **I. Receipt Notification Form**

The applicant must complete the top portion of the form. Only one copy of this form is to be sent with each proposal. This form ensures prompt acknowledgment that a proposal has been received by the **WDP**. Later communications concerning your proposal should refer to the proposal number (which will be assigned by the **WDP** upon receipt of the proposal). Applicants may contact the **WDP** at (304) 637-0245 if the Receipt Notification Form is not acknowledged by January 15.

### **II. Cover Letter**

The cover letter is the first and most important step in preparing your grant application. The cover letter should be no longer than two pages and should include the following items:

- Overall budget and justification for each budgeted item
- Your name, address, phone number, affiliation and title
- State if you have received previous grants
- State the amount of funds requested from **WDP**
- If you received a grant during the previous year, you must submit (at minimum) an interim report with this proposal.

### **III. Proposal**

#### **A. Title Page**

Title page should include the title of the study, the principal investigator's name, assisting researchers, the institution supporting the work, telephone number(s), E-mail addresses and the date submitted.

#### **B. Abstract**

Include a brief summary of the proposal contents including the study purpose, methods, expected results, deliverables and applicability of results. The abstract should be concise and no more than a few paragraphs.

#### **C. Proposal Narrative**

The narrative must be double-spaced and single sided. It should include statements summarizing the project's: justification and need, objectives (study area, size, location, ownership, etc.), methods and schedule of the entire duration of project, expected results and significance or value to the state's non-game wildlife and/or botanical resources. A budget summary table and a literature cited section (if applicable) must be included at the end of the narrative. The project narrative is the main body of the proposal and should present a detailed outline of the proposed project.

In detail, the narrative should contain the following sections:

1) *Introduction*--This section should state the background and justification of the project; the project's relevance, significance, and/or value to the management and conservation of non-game wildlife and botanical resources in West Virginia; the expected results or benefits if project objectives are met; and a review of previous or similar work, including the relationship of the proposed project to such work.

2) *Justification and Need*—This section provides a forum to explain, for Research Projects, the value of the species or community being proposed for work or study, the linkage to the Diversity Program's Strategic Plan (*WV Wildlife Conservation Action Plan* <http://www.wvdnr.gov/>) and how this proposal will address WVDNR's objectives. For Education/Management Projects the audience addressed and/or the area to be managed should be identified. Proposals for education projects should define the concepts, values, and other information to be presented and explain how the materials and methods chosen will help the **WDP** achieve conservation education goals.

3) *Objectives*--This section should state the specific objectives of the project. These should include the particular questions to be addressed or answered, the measurable increases in knowledge expected and any tangible products to be produced.

Education projects should similarly state the specific objectives of the proposed project. These should include the particular questions to be addressed or answered, the measurable increases in knowledge expected, the size and demographics of the target audience, and any tangible products to be produced. Proposals for education projects should specify the intended grade level, age level, group size and other relevant descriptors of the target audience(s) for whom the program or materials are designed.

Maps (and plans) should be included as applicable, but are particularly important for reviewing Management Projects

If a study or project area is involved, the proposal should provide a description of the site including county and nearest town. Also describe the site conditions. If the study site is on government-owned property (e.g. a State Park, a Wildlife Management Area, or National Forest, etc.) the researcher must provide written concurrence from the person in charge of the area. In addition, if the study is to be conducted on private land owned by others, the writer must have written permission from the landowner.

4) *Methods*--This section should describe the plan of proposed work. Include all methods and procedures of the project design. This section also should contain detailed descriptions of data analyses, techniques and procedures. Specificity and detail are important ranking criteria. Answers to where, how many, how big, how high, etc. are valuable ranking criteria which allow us to verify that the project has been well thought through.

Proposals for education projects should indicate provisions for technical review of any developed materials for accuracy, recommendations for evaluation techniques and suggested strategies for product dissemination. Description of methods and procedures must be of sufficient detail to enable evaluation of the project's technical merit and potential to meet the stated objectives. If a publication is being considered, please contact the **WDP**.

5) *Schedule*--This section should provide a narrative, and may also include an illustrative table or graph, specifying the timing of tasks in the proposed project such as the beginning and completion dates for the project, study site selection, data collection, data analyses and preparation of the final report. The schedule should detail what specific objectives will be initiated, conducted or completed, when reports



will be provided and what products will be provided. The project schedule should be as detailed as possible: it will serve as a yardstick against which **WDP** staff will measure progress of the ongoing project and determine whether the project is meeting its objectives. Note: sufficient time and funds must be built into the schedule and budget to accommodate preparation of the final report following completion of fieldwork for the project.

6) *References Cited*--Provide a list of the literature cited in the proposal.

7) *Appendices*--Appendices may be used to present data, reprints, schematic drawings or other pertinent material to be considered in the proposal evaluation. At a minimum, this Section should include the detailed budget sheet and curriculum vitae of project principals.

*Detailed Budget Sheet*—The WDP has prepared a uniform budget spreadsheet in Microsoft Excel to standardize applications and facilitate ranking of projects. Ensure that all required fields are filled. Attach a printed copy to the proposal.

*Curriculum Vitae*—At a minimum, the Project Leader, Graduate Student, Principal Investigator and/or their Advisors, if any, should submit a one or two page (maximum) vita. The vita should include educational background, work experience and publications authored within the last five years.

Project directors must specifically state the qualifications, experience and available facilities that uniquely qualify them (or the institution) to conduct the proposed project. This statement is particularly important for proposals submitted from private institutions or private individuals.

#### **IV. Vendor Registration**

Before a purchase order can be issued or payment made to a Vendor, the West Virginia Code (§5A-3-12) may require the Vendor to have on file with the Purchasing Division a completed Vendor Registration & Disclosure Statement. A WV-1 Vendor Registration form will be provided if your proposal is selected for funding and such a registration is required. If you are a registered vendor with the state, please provide a copy of your registration materials.

**NOTE:** If your study is selected and entails the handling of animals or plants, contact Barbara Sargent at (304) 637-0245 to apply for a **Scientific Collecting Permit**. If your project involves National Forests, you will also need to obtain a permit from the managing agency for that area. Concurrent letter(s) must be submitted to **WDP** from the managing agency(s), acknowledging that they fully support your project. This would also include State Parks, State Forests, Wildlife Management Areas or other public or private lands. The letter should be included with your proposal or sent before the proposal deadline.

### **EVALUATION OF PROPOSALS**

Principal Investigators will be notified by March 31<sup>st</sup> of their proposal's acceptance or rejection with a letter from **WDP**. Complete proposals are sent to at least three Advisory Council members who have research interests or expertise in the general area addressed by the proposal. The primary responsibility of the Advisory Council is to evaluate the proposal's technical merit and the capabilities of the proposed project personnel and their institution to meet the project objectives.

Another responsibility of the Advisory Council is to evaluate proposals for their relevance to the overall goals and objectives of West Virginia's **WDP**. Criteria used to evaluate the proposals are as

follows:

- Fulfillment of one or more of the **WDP** objectives.
- Quality of proposal preparation; must include all items requested and in the format outline requested.
- Does the proposal include enough details or information relative to the proposal?
- Scientific merit of proposal.
- Best use of available funds (How carefully have the applicants controlled the costs of the project?) and contribution of matching funds.
- Probability of success and a realistic time-line.

### **RESEARCH PROPOSALS**

- Research data should be collected and submitted in a form compatible with DNR databases. . Additional guidance will be provided upon award.
- Locational data needs to be provided on maps, either USGS Quads or preferably using GPS coordinates. Locations of threatened, endangered or rare species should be identified on Heritage Field data sheets which will be sent to the recipient with the acceptance letter. Additional guidance will be provided upon award.
- Information obtained from the study should be useful in managing the species being studied.

### **EDUCATION/MANAGEMENT PROPOSALS**

- Do the goals or product of this proposal benefit non-game wildlife or plant resources in some aspect of education (instills understanding and actions towards stewardship or environmental ethic), conservation, species protection, habitat enhancement and/or management or a combination of these?
- Is there a long-lasting commitment to the project (have provisions been incorporated to steward or maintain the project in the long term)? Could the accomplishment of this project result in long-lasting progress toward achieving the goals listed above?
- Will this project be of benefit statewide, or locally? Will the project affect others in other than the individual or group doing the project?

The Advisory Council makes recommendations to the **WDP** staff. As part of their review, **WDP** staff considers the past performance of the applicant on any previously funded projects. **WDP** staff will incorporate their comments with three of the Advisory Council and make recommendations to the Section Chief for final funding selection.

### **REPORTING GUIDELINES**

Potential applicants should be aware that the **WDP** expects reports, especially the final report, to be carefully prepared, complete and submitted on time according to the schedule agreed upon in the contract. Sufficient time and funds must be incorporated into the project schedule and budget to accommodate preparation of an acceptable final report prior to contract termination.

## **SUBMISSION**

All applications for Research Projects must be received by December 31. **NO proposals postmarked after that date will be accepted.** Mail proposals to the Cooperative Projects Director, WVDNR, P. O. Box 67, Elkins, WV 26241.

If you wish to receive additional copies of any of the materials, or know of other clubs/organizations or individuals interested in the program, please write to the above address or contact Dawn Hale (dawnhale@wvdnr.gov or 304-637-0245)

**Wildlife Diversity Program  
Research and Education/Management  
Cooperative Grant Projects  
Receipt Notification Form**

Project Title:

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Circle one ➔    Research Project                      Education/Management Project

Project Director (Name, title, affiliation and address)

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Project Director Telephone # \_\_\_\_\_

Project Director E-mail \_\_\_\_\_

Date Received

Proposal Number

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